

Professional Emergency Manager (PEM) Program

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The Michigan Professional Emergency Managers (PEM) program is nationally recognized as one of the first comprehensive training/educational program designed specifically for emergency management.

PEM courses are offered in three (3) separate levels. Each level must be successfully completed in order to advance (i.e., all required courses in Level #1 must be completed before progressing to Level #2, etc.) When applying to the next level, copies of Independent Study (IS) certificates must be attached to the application.

LEVEL #1:

- Introduction to Emergency Management
- Damage Assessment
- Basic Skills-Module #1 (Leadership & Influence)
- IS-1 (The Emergency Program Manager)
- IS-120 (An Orientation to Community Disaster Exercise)
- IS-393 (Introduction to Mitigation)

LEVEL #2:

- Emergency Planning
- Developing Volunteer Resources
- Basic Skills-Module #2 (Decision Making in a Crisis)
- Exercise Design/Evaluation
- IS-7 (A Citizen's Guide to Disaster Assistance)
- IS-513 (The Professional in Emergency Management)

LEVEL #3

- Basic Public Information Officers Workshop
- Disaster Response & Recovery Operations
- Incident Command System/Emergency Operations Center
- Basic Skills-Module #3 (Effective Communications)
- Hazard Mitigation Comprehensive Plan Interface

All applicants must successfully achieve a 75% on the written comprehensive examination, which is administered twice a year. The examination will be offered **January 24, 2003** and **September 19, 2003** at the Collins Road Facility. PEM applications **must be submitted 30 days PRIOR** to the examination.

PEM Assessment Centers

The Professional Emergency Manager Assessment Center (PEMAC) is phase two of the PEM recognition process for the State of Michigan. The PEMAC is designed as a management tool for identifying competency in important performance dimensions related to success as a PEM and provide developmental feedback for each individual candidate. Upon completion of the PEMAC, candidates will receive a numerical score and a short summary of performance for each of the performance dimensions tested.

Annual Training Requirements

Professional Emergency Managers are required to complete 24 hours of approved training annually. An annual training form documenting this training must be submitted by **January 31** of each year. This training may consist of courses offered by the Emergency Management Division, university/college courses that are related to the field of emergency management, attendance at conferences or other activities.

Leadership & Management Program (L&M)



Delta College plane crash exercise

EMD/Nastal

Leadership and Management (L&M)

The Leadership and Management (L&M) program was specifically designed as a college level curriculum for advancing the emergency management professional. The courses are aimed at the challenges faced by today's emergency management and public safety disciplines.

Participants who successfully complete all five modules, including the required assignments and projects will be awarded a Leadership and Management Certificate. The Leadership and Management Program addresses those skills and abilities required by the emergency management professional in today's complex environment. The Leadership and Management Program will meet this requirement.

You will learn the latest techniques and procedures and sharpen those skills necessary to become an effective emergency management leader.

- Decision Analysis Module
- Project Management Module
- Financial Management Module
- Leadership Module
- Strategic Planning Module

Professional Development Series (PDS)



*Pottersville
propane spill*



Delta College plane crash exercise. EMD/Totzke



Flooding in U.P.

Professional Development Series (PDS)

The Professional Development Series is FEMA's central effort in meeting the needs of the local emergency manager. Whether dealing with natural hazards, technological hazards or national security concerns, the emergency manager must be prepared to exercise a leadership role that extends far beyond his or her own department.

The field of emergency management is emerging into higher visibility in communities throughout the nation, as they are victimized by disasters of increasing frequency and severity. With this comes a greater responsibility for the emergency manager, and likewise for the trainers who guide them in developing the skills to deal with disasters.

The Professional Development Series is a mandatory program for any emergency management professional. Whether dealing with natural hazards, technology of the twentieth century, or a terrorist incident, the emergency manager must be prepared to exercise a leadership role that extends far beyond his or her own organization.

- Introduction to Emergency Management
- Basic Skills 1, 2, and 3
- Developing Volunteer Resources
- Emergency Planning
- Exercise Design/Evaluation

Either a quiz or practical exercise is used to demonstrate the trainee's competency level in the subject taught.

Master Exercise Practitioner (MEP)

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The purpose of the Master Exercise Practitioner Program is to provide a concentration of advanced training in the critical area of emergency management exercising with professional recognition for those who have demonstrated competence in the field

- IS-120: An Orientation to Community Disaster Exercises
- Exercise Design
- Exercise Control /Simulation
- Exercise Development (EMI Resident)
- Exercise Program Manager
- Exercise Controller /Simulator (WEM)
- Exercise Evaluator
- Exercise Practicum
- Exercise Evaluation

Each participant must demonstrate his or her mastery by designing a functional and full-scale exercise. **Contact: Exercise Training Officer (ETO) Bob Ballard (333-5035) for further details on this program.**



Delta College exercise

EMD/Nastal



Command post during Delta College exercise.

EMD/Nastal

Advanced Professional Series (APS)

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The ability to perform essential work in a disaster requires skills in emergency operations and management. These skills may be developed through this series of courses that offer “how to” training focused on practical information. This series emphasizes applied skills in disaster operations, building on Professional Development Series management and coordination skills.

Required Courses

- ICS/EOC Interface
- Rapid Assessment Planning Workshop in Emergency Management
- Asking for Help
- Donations Management
- Disaster Response and Recovery Operations
- Mitigation for Emergency Managers

At least one of the following

- Retrofitting Floodprone Residential Buildings
- Multi-Hazard Emergency Planning for Schools
- Earthquake Safety Program for Schools

Elective Courses (choose 4)

- Disaster Related Needs of Seniors and Persons with Disabilities
- Emergency Operations Center Management and Operations
- Resource Management
- Debris Management
- Mass Fatalities Incident
- Exercise Program Manager
- Flood Fight Operations

To receive an APS certificate of completion, you must complete 7 required courses plus any 4 of the elective courses.



Air view of train wreck in Pottsville MI. MSP

NOTE: If further information is needed on any of the Recognition Programs listed, please contact the Training and Exercise Section at (517) 333-5033 .

Mitigation Management Series (MMS)

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Mitigation means preventing a disaster from ever happening in the first place through land-use planning, retrofitting, effective building codes, hazard identification and risk assessment, and a variety of other activities. The ability to perform mitigation work in both the pre and post disaster environments requires a variety of management skills. This professional series emphasizes applied skills in mitigation planning and recovery.



Required Courses

- Financial Grants Management for HMGP and FMA
- Retrofitting Floodprone Residential Buildings
- Benefit-Cost Analysis: Entry Level Training
- FEMA Program Responsibilities: Coordinating Environmental and Historical Compliance
- (IS-393) Introduction to Hazard Mitigation
- (IS-12) An Introduction to Property Acquisition Process
- (IS-9) Managing Floodplain Development through the NIF elective courses.

Elective Courses

- Building for Earthquakes of Tomorrow: Complying with Executive Orders
- Mitigation for Emergency Managers
- HAZUS (Hazards in the U.S.) for Mitigation Planners
- Multi-Hazard Safety Program for Schools
- Earthquake Safety Program for Schools
- Earthquake: A Teacher's Package for K-6
- Seismic Sleuths: A Teacher's Package on Earthquakes for Grades 7-12
- (IS-279) Retrofitting Floodprone Residential Buildings

Practicum Exercises

- Earthquake Mitigation and Recovery Exercise for Local Government Officials
- Flood Mitigation and Recovery Exercise for Local Government Officials
- Hurricane Mitigation and Recovery Exercise for Local Government Officials

Those who complete five Mitigation Management Series (MMS) required courses, four of the elective courses and one of the practicum exercises are eligible to receive an MMS Certificate of Completion.